

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below			CONSULTANT: Provide only checked items below in proposal.	
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet (No Resumes)	7 pages	19 pages	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED _____ THROUGH _____

Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualifications Review / Low Bid - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

Best Value - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL DUE DATE	TIME DUE
---	-------------------	----------

PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100G – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICES
FOR
DESIGN SERVICES**

CONTROL SECTION: 84900

JOB NUMBER: 87809

LOCATION: Metro and University Regions

WORK DESCRIPTION: Update the SEMCOG Region architecture and develop an ITS deployment plan for the SEMCOG area.

PREQUALIFICATIONS:

Primary Prequalification Classification

Intelligent Transportation Systems

Secondary Prequalification Classification:

None

The anticipated start date of the service is: **May 15, 2007**

The anticipated completion date for the service is: **May 15, 2008**

DBE Requirement: N/A

MDOT PROJECT MANAGER:

Gregory Krueger, P.E.
MDOT ITS Program Manager
425 W. Ottawa St.
P.O. Box 30050
Lansing, MI 48909
(517) 373-9479
(517) 373-2330
kruegerg@michigan.gov

The Consultant shall contact the Project Manager prior to beginning any work on the project.

QUESTIONS

All questions shall be submitted no later than 3:00 p.m. EST on **December 15**. All questions shall be submitted in writing either via fax or email to the project manager. The answers to all questions will be posted to the Operations Contract Support web site, where the RFP was posted.

GENERAL:

The Consultant shall furnish all services and labor necessary to conduct and complete the services described herein. The Consultant shall also furnish all materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

The Services described herein are financed with public funds. The Consultant shall comply with all applicable Federal and State laws, rules, and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The consultant staff shall conduct themselves with professionalism in carrying out their duties.

The Consultant will notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

At the request of the Department, the Consultant, during the progress of the Services, shall furnish information or data relating to the Services described herein that may be required by the Department to enable it to carry out or to proceed with related phases of the Project not described herein, or which may be necessary to enable the Department to furnish information to the Consultant upon which to proceed with further Services.

1. **SCOPE:** To update the regional Intelligent Transportation Systems (ITS) architectures and develop an ITS deployment plans for the Metro Region and the portions of the Southeast Michigan Council of Governments (SEMCOG) in the University Region of the Michigan Department of Transportation.

For the program, Tom Bruff of SEMCOG will be overseeing the development and details of the architecture and deployment plan. Mr. Bruff will be supported by the MDOT Region ITS liaisons for the Metro and University Regions. The MDOT statewide ITS program manager will be the overall project manager and will manage the tasks to update the ITS Pre-Deployment plan and the statewide architecture and deployment plan activities.

2. **DESCRIPTION OF WORK:** Consultant(s) shall:

- 2.1. Work with the Project and Task Managers for each task to accomplish all tasks set forth in this procurement.
- 2.2. Develop a work plan detailing the steps and a timeline for completion of the ITS architecture and ITS deployment plan. Present the plan to the respective Regional ITS Steering Committee for review and approval.
- 2.3. Develop a training class on the terms and concepts of the National Architecture that the successful Consultant will present to the SEMCOG ITS Steering Committees. This class will be a maximum of four hours and the Project and Task Manager must approve the contents of the training class and all training material.
- 2.4. Update the current SEMCOG regional ITS architecture using National ITS Architecture, version 5.1 (or the most recent version available at Notice to Proceed). The process used to create each regional architecture shall meet FHWA requirements. The response to this RFP shall include an outline of the proposed process as part of the understanding of service and innovations section of the proposal. The architecture will be reviewed and approved by the SEMCOG ITS Steering Committee and the MDOT project manager. The consultant shall provide to SEMCOG a version of the ITS Architecture that is in an appropriate format for posting to the SEMCOG web site.
- 2.5. Develop an ITS deployment plan for the SEMCOG area. The deployment plan shall include a project listing, developed through the stakeholder meeting process, planning level project costs, project prioritization and detailed benefits of the project in terms of improved safety (Crash Reduction), mobility (delay reductions, etc.) and air quality (reduced emissions, etc.). The response to this RFP shall include an outline of the proposed process to develop the regional deployment plan as part of the understanding of service and innovations section of the proposal. The deployment plan will be reviewed and approved by the SEMCOG ITS Steering Committee and the MDOT project manager
- 2.6. Arrange and facilitate all planning, work group and focus group sessions as determined necessary by the SEMCOG and MDOT Project and Task Managers and the respective SEMCOG ITS Steering Committees. Attend all such meetings as well as other meetings as requested by the Project and Task Managers, and/or the SEMCOG ITS Steering Committee. Prepare minutes of each ITS meeting and distribute them to the Project and Task Managers and to the SEMCOG ITS Steering Committee members.

3. **DELIVERABLES:** Consultant(s) shall provide information on their internal method for scheduling and controlling projects to the Project and Task Manager.

Consultant(s) shall deliver and be responsible for the following items for each specified region:

3.1. WORK PLANS SHOWING

3.1.1. Major tasks to be accomplished in each region

3.1.2. Target completion dates of each task

3.1.2.1. The final target completion date for the work plan for each specified region must be approved by the Project and Task Managers and the respective Regional ITS Steering Committee.

3.1.3. All items of the work plan shall be delivered within 60 calendar days after the contract has been awarded. The MDOT Project and Task Managers and the respective Steering Committee will approve or reject the proposed work plan within 30 calendar days of submission. The Consultant(s) shall make all suggested changes and resubmit for approval within 10 working days.

3.2. SEMCOG ITS ARCHITECTURE DEVELOPMENT

3.2.1. Will be approved by the MDOT Project and Task Manager and the SEMCOG ITS Steering Committee.

3.2.2. Shall be consistent with the National ITS Architecture.

3.2.3. The submitted document shall be in the format as specified in section 3.6. The MDOT Project and Task Managers and the SEMCOG ITS Steering Committee will approve or reject the proposed regional ITS architecture within 90 calendar days of submission. The Consultants(s) shall make all suggested changes and resubmit for approval within 30 working days.

3.2.4. The ITS Architecture shall also be submitted in a format compatible with the SEMCOG web site for posting on the SEMCOG web site.

3.3. ITS DEPLOYMENT PLAN DEVELOPMENT

3.3.1. Will be approved by the MDOT Project and Task Managers and the SEMCOG ITS Steering Committee.

3.3.2. Shall be consistent with the approved FHWA process for creating an ITS deployment plan and it shall be approved by the MDOT Project and Task Managers

3.3.3. The submitted document shall be in the format as specified in paragraph 3.6. The MDOT Project and Task Managers and the SEMCOG ITS Steering

Committee will approve or reject the proposed ITS Deployment Plan within 90 calendar days of submission. The Consultant(s) shall make all suggested changes and resubmit for approval within 30 working days.

- 3.4. Create a database for the ITS architecture using the latest version of Turbo Architecture. The consultant shall supply MDOT with four copies of Turbo Architecture. The consultant shall also include copies of all of the Turbo Architecture databases created for these projects at the end of the project.
- 3.5. REPORTING REQUIREMENTS. The Consultant(s) shall provide copies of all project reports; correspondence, meeting announcements, and meeting minutes which shall be delivered by email to the MDOT Project and Task Managers and to the SEMCOG ITS Steering Committee members. All documentation and reports shall be delivered in the current version of Microsoft Word being used by the Department. All documentation delivered shall be clear, concise, complete, in appropriate English, and in compliance with standards required by the MDOT Project and Task Managers and the SEMCOG ITS Steering Committee. If corrections are needed to the completed work due to errors made by the Consultant(s), the Consultant(s) shall correct at no cost to MDOT.
 - 3.5.1. Consultant(s) shall provide the minutes of all planning, work group and focus group sessions, and other meetings attended. These shall be distributed by email to the MDOT Project and Task Managers and to the SEMCOG ITS Steering Committee members within ten days after the meeting.
 - 3.5.2. Consultant(s) shall provide a Monthly Project Report (MPR). The MPR for each region shall be distributed by e-mail to the MDOT Project and Task Managers and to the respective Regional ITS Steering Committee members on or before the 10th calendar day of each month. MDOT will provide an example of the report format to the awarded Consultant(s). The MPR shall contain, at a minimum, a concise report covering the following:
 - 3.5.2.1. A brief description of the activities conducted during the reporting period including all milestones attained and/or significant events.
 - 3.5.2.2. A discussion of any problems encountered or anticipated (e.g. review and update work plans, scope changes, changes in project limits, funding requirements, technological constraints, institutional issues, schedule delays) together with recommended solution to such problems.
- 3.6. FINAL DOCUMENTS. The final Regional ITS Architecture and ITS Deployment Plan documents must be approved by the MDOT Project and Task Managers and SEMCOG ITS Steering Committee. The final documents as specified in paragraphs 3.2 and 3.3 shall be submitted to the MDOT Project and Task Managers within 360 calendar days from Notice to Proceed. Each final

document shall include a separate executive summary and a one-page description of the report, including the title, why it is important, what it embodies, findings and/or benefits (expected or realized), real-world examples of who is involved (principles, team or other significant participants) and the audience. The final documents shall be delivered in the following formats:

- 3.6.1. An electronic file on an appropriately labeled compact disk using the latest versions of Microsoft Word, Excel, etc.
- 3.6.2. An electronic file, formatted for posting to the SEMCOG website, compatible with the current SEMCOG web standards.
- 3.6.3. Two reproducible hard copies shall be delivered to the MDOT Project and Task Managers and the respective Regional ITS Steering Committee. The hard copies shall be done on a laser printer with a resolution of at least 600 dpi.
- 3.6.4. The number of bound copies needed by each Regional ITS Steering Committee and the delivery location for the documents will be determined by the MDOT Project and Task Managers prior to completion of each sub-project. No more than 20 copies of each document for each Region will be required.

4. **MDOT and SEMCOG RESPONSIBILITIES:** MDOT and SEMCOG will:

- 4.1. Form a Regional ITS Steering Committee in each region to support, review, and approve the development of ITS deployment plans and a regional ITS architectures. It will be comprised of representatives or stakeholders from each region. The SEMCOG ITS Steering Committee will have a project leader. At a minimum, it is anticipated that the SEMCOG ITS Steering Committee will consist of representatives from the Metropolitan Planning Organization (MPO), SEMCOG, the major local cities/counties, federal and quasi-governmental agencies as well as other non-governmental agencies and local Chambers of Commerce. This committee has not been established.
- 4.2. Assign a Task Manager from each region to oversee the project.
- 4.3. Coordinate access and schedules with the Consultant to complete the deliverables described in Section 3.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

CONSULTANT PAYMENT:

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Payment to the Consultant for Services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount" unless an increase is approved in accordance with the contract with the Consultant. All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees in accordance with the State of Michigan's Standardized Travel Regulations. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. The only hours that will be considered allowable charges for this contract are those that are directly attributable to the activities of this Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours.

The use of overtime hours is not acceptable unless prior written approval is granted by the MDOT Region Engineer and the MDOT Project Engineer Manager. Reimbursement for overtime hours that are allowed will be limited to time spent on this project in excess of forty hours per person per week. Any variations to this rule should be included in the price proposal submitted by the Consultant and must have prior approval by the MDOT Project Engineer Manager.